

DD/S 68-1246

Deputy Director for Support  
7D-18 HQ

Executive Director-Comptroller  
7E-12 HQ

Attached is a suggested outline of  
remarks for opening of the Special Retirement  
Information Seminars beginning 25 March 1968.

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Director of Personnel 5E-56 HQ ☐

21 MAR 1968

Distribution:

- Orig & 1 - ExecDir-Compt w/att.
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OD/Pers/ ☐ hc (11 Mar 68)

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**SUGGESTED OUTLINE OF REMARKS  
FOR OPENING OF SPECIAL RETIREMENT INFORMATION SEMINARS**

1. Welcome and expression of personal interest from the Director.
2. Colonel White's personal interest over the years in assisting retirees.
3. Historical background - evidence of long-term interest in employees contemplating retirement.
  - a. Facilities were opened up or expanded for external employment assistance; University Associates, Recruitment Officers and other officers in educational, commercial, research and business organizations.
  - 25X1 b. An [ ] was established to aid in preparing background resumes, and locating outside job leads for the employee.
  - 25X1 c. A [ ] was created to work in cooperation with the CIA Retirement Board and the Civil Service Commission, in providing guidance to employees concerning amount of applicable government service and entitlements under the law at time of retirement.
4. The changing scene.
  - a. Coming of age of the Agency; more people retiring.
  - b. Greater Agency responsibility to prepare employees for retirement and the many adjustments they will have to face.
  - c. The essence of progress and personal advancement - signs of a wholesome organization.
  - d. The requirements of a growing effectiveness; a well-conceived, coordinated, and well-timed attack on the increasing needs of individuals and the mounting responsibilities of the Agency.
5. Establishment of the Retirement Counseling and Placement Staff.
  - a. An Agencywide effort; senior officers detailed by each Deputy Director to participate in mounting an over-all counseling and placement program.
  - b. Program being developed through 1968.
  - c. This seminar has been arranged by the RCP Staff as a special undertaking for those who will be leaving the Agency in 1968 and thus will not have the opportunity to participate more fully.

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**6. Conclusion.**

- a. Reference to the scope of the Seminar Agenda and the hope that all present will find it stimulating and rewarding.**
- b. A conscientious and thoughtful approach to retirement will permit you to get the most out of this next phase of your lives.**
- c. The Director and I (Colonel White) wish you a successful and enjoyable future.**

AGENDA

ORGANIZATION RETIREMENT INFORMATION SEMINAR

HEADQUARTERS AUDITORIUM

RETIREMENT INFORMATION SEMINAR

HEADQUARTERS AUDITORIUM

Monday, March 25, 1968

10:00 - 10:15

Welcome

Executive Director-Comptroller

10:15 - 10:45

Introduction

Chief, Retirement Counseling &  
Placement Staff

10:45 - 11:45

Disengagement and Meaning of Retirement

Dr. Leonard Nadler, Director,  
Educational Projects, Leadership  
Resources, Inc.

Tuesday, March 26, 1968

10:00 - 11:00

Health

Director of Medical Services

11:00 - 12:00

Housing

E. Everett Ashley, Executive Associate  
Health and Welfare Council of the  
National Capital Area.

Wednesday, March 27, 1968

2:00 - 2:15

Organization Retirement

Chief, Benefits and Services Division

2:15 - 3:15

Civil Service Benefits and Financial  
Aspects of Retirement

Lawrence D. Davis, Training Officer  
Bureau of Retirement and Insurance  
Civil Service Commission

3:15 - 4:00

Social Security Benefits

William R. Spates, Manager, Washington  
Office Social Security Administration

Thursday, March 28, 1968

10:00 - 11:00

Legal Aspects of Retirement and Banking

Karl F. Heinzman, Trust Officer,  
American Security and Trust Company

11:00 - 12:00

Tax Aspects of Retirement

David Secrist, Revenue Agent,  
Internal Revenue Service,  
U.S. Department of Treasury

Friday, March 29, 1968

10:00 - 11:00

Part-Time Employment

Robert B. Brown, Chief,  
Staff Services Division,  
U.S. Employment Service

11:00 - 12:00

Second Careers

- Frederic A. Wyatt, Management Consultant  
Author and Speaker

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6. Agency Retirement policy.

- a. Reason for the change from 62 to 60.
- b. Reaffirmation of the principle by the Director.
- c. Benefits to the Agency.

7. Conclusion.

- a. Reference to the scope of the Seminar Agenda and the hope that all present will find it stimulating and rewarding.
- b. A conscientious and thoughtful approach to retirement will permit you to get the most out of this next phase of your lives.
- c. The Director and I (Colonel White) wish you a successful and enjoyable future.

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